



GRC Occupational Health and Safety Training

Christine Greenwalt

Occupational Health Branch

Christine.B.Greenwalt@nasa.gov





Training Identification Process Flow

- Training Needs Assessment
 - Questionnaire (predominantly internal courses)
 - NSTC course request
 - Supervisor Review – utilizing course matrix
- Training calendar
 - Indicates when course is scheduled
 - Is searchable
- Supervisor Reports






Training Needs Assessment – Questionnaire

need questionnaire Admin - Microsoft Internet Explorer

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Address http://odto-survey.grc.nasa.gov/training_needs/needs_questionnaire_admin.cfm Go Links »

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Annual Training Needs Assessment

For Safety, Health and Environmental

Display Results

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YES NO
☐ ☐

1. Does employee use or handle any chemical?

YES NO
☐ ☐

2. Does employee generate, store, or manage hazardous waste?

YES NO
☐ ☐

3. Does employee work in laboratory that contains chemicals?

YES NO
☐ ☐

4. Does the employee work with or supervise personnel who work with chemicals that are controlled by OSHA as Regulated Materials (specifically Benzene, Cadmium, Formaldehyde, Methylene Chloride, Methylene Dianiline, Inorganic Arsenic, Acrylonitrile, 1,3-Butadiene, 4-Nitrobiphenyl, alpha Naphthylamine, beta Naphthylamine, Methyl Chloromethyl Ether (and its salts), bis-Chloromethyle ether, Benzidine, n-Nitrosodimethylamine, Vinyl Chloride)?

YES NO
☐ ☐

5. Does employee use or inspect a satellite hazardous waste site?

YES NO
☐ ☐

6. Is employee a member of the GRC Waste Management Team or LTID Transportation?





YES NO
☐ ☐

7. Does employee use local exhaust ventilation (such as lab fume hood, snorkel exhaust, canopy vent hood, etc.)?

YES NO
☐ ☐

8. Does employee use respiratory protection, such as a half-face or full-face respirator?

Done

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Supervisor Review

edit employee needs and course preferences - Microsoft Internet Explorer

Address: http://odto-survey.grc.nasa.gov/training_needs/course_pref_admin_edit.cfm

Annual Training Needs Assessment
For Safety, Health and Environmental

[Add Course](#) [Admin Home](#)

Annual Training Needs are listed below for the selected employee. Required training is designated by *

CHRISTINE B. GREENWALT
04/10/2006

	Course Title	Provider	1st QUARTER FY06	2nd - 4th QUARTER FY06	AFTER FY06
Delete	Construction Safety and Health	NSTC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delete	MORT-Based Mishap Investigation	NSTC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delete	Aircraft Mishap Investigation	NSTC	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Delete	Basic First Aid	NSTC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delete	Adult CPR	NSTC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delete	Hazardous Waste Management Refresher	NSTC	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Delete	Respiratory Protection Air Purifying Respirator (annual)	GRC	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Delete	Personal Protective Equipment	GRC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delete	Office Ergonomics	GRC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delete	Management and Oversight Risk Tree (MORT)	GRC	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Delete	MORT Refresher	GRC	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Delete	Asbestos Building Inspector & Management Planner (Initial and Annual Refresher)	GRC	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Delete	Ohio Certification as "Asbestos Hazard Evaluation Specialist (Annual Renewal)	GRC	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Delete	Asbestos Contractor Supervisor (Initial and Annual Refresher)	GRC	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>
Delete	Ohio Certification as "Asbestos Hazard Abatement Specialist" (Annual and Renewal)	GRC	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>

[Save Preferences](#)

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Course Matrix

- Course Matrix
 - Course matrix corresponds to questionnaire
 - Provides description
 - Provides links to presentation material
 - Type of work the training for which training is required
 - Frequency
 - Course Type and length (in-house, NSTC, etc)
 - Requirement
 - Provides points of contact





Course Matrix

"Safety, Health and Environmental Training Requirements" - Microsoft Internet Explorer

Address: <http://smatc.grc.nasa.gov/emo/gov/sheetc/train-req.htm>

Safety, Health and Environmental Training Committee

Required Training

[Recommended Training](#) [ODT Open Course Announcements](#) [Safety, Health and Environmental Training Committee](#)

[A] [B] [C] [D] [E] [F] [G] [H] [I] [J] [K] [L] [M] [N] [O] [P] [Q] [R] [S] [T] [U] [V] [W] [X-Y-Z]

Section 1	Course Title:	Required For:	Frequency:	Course Type & Length	Required by:	POC
-A-	Aboveground Storage Tanks	All outdoor fuel Tank Site Managers	Annual		NASA EPM Ch. 38	Aaron Walker 3-8764
	Asbestos, Lead, Mercury and Fiber Awareness Reference Material	Personnel who work in the vicinity of asbestos, lead, mercury, or synthetic fibers: - Construction workers - Maintenance employees - Janitorial workers - Computer network installation workers - Test installation employees	One Time Only	Classroom (in-house) 3 hrs	OSHA , EPA , NASA EPM Ch. 9, 10, 13 & 14	Betty Hodgson 3-3030
	Asbestos - various courses	See Table 9-1 in EPM Ch. 9	Annual	Classroom (outsourced) Time Varies	OSHA , EPA , NASA EPM Ch. 9	Betty Hodgson 3-3030
-B-	Battery Safety	Employees who design the installation of or work on or around large banks of batteries.	One Time Only	Classroom (NSTC 036) 2 days	NASA	Tony Schoeffler 3-3440
	Bloodborne Pathogens	Employees w/jobs involving exposure to bloodborne pathogens: - Medical Services - Employees trained in First Aid or CPR - Daycare staff - Janitorial workers - Security officers - First Responders - Anyone w/potential exposure to blood or bodily fluids	Annual	Classroom (in-house) 1 hr	OSHA & NASA EPM Ch. 33	Angela Windau 3-3073
	Building Emergency Action Plan	All employees	Annual	Safety Meeting & Drill 10 mins. for	OSHA , NFPA & NASA GSM Ch. 27	Supervisor for Safety Meeting & Jerry Piasecki 3-8822 for

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Health, Safety and Environmental Training Calendar

WebEvent: April 2006 - Microsoft Internet Explorer

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Address http://webevent.grc.nasa.gov/cgi-bin/webevent.cgi?cmd=openca&cal=cal32

Open Course Announcements
Agencywide Training Master Schedule

Apr 10 2006 Go Jump to Today

Calendar: Safety & Environmental Go

DAY WEEK 2-WEEK MONTH YEAR Cal List ADD EVENT

“ April 2006 ” User: guest

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27 8 a.m. - 4:30 p.m. NSTC #002 Systems Safety Fundamentals	28 8 a.m. - 4:30 p.m. NSTC #002 Systems Safety Fundamentals	29 8 a.m. - 4:30 p.m. NSTC #002 Systems Safety Fundamentals	30 8 a.m. - 4:30 p.m. NSTC #002 Systems Safety Fundamentals	31 8 a.m. - 4:30 p.m. NSTC #002 Systems Safety Fundamentals	1
2	3	4 8:30 a.m. - 5 p.m. Fundamentals of Vacuum Technology	5 8:30 a.m. - 5 p.m. Fundamentals of Vacuum Technology	6 8:30 a.m. - 5 p.m. Fundamentals of Vacuum Technology	7 8:30 a.m. - 5 p.m. Fundamentals of Vacuum Technology 2 p.m. - 4 p.m. NSTC#007 Particle Count Training	8
9	10 8 a.m. - 4:30 p.m. RESCHEDULED - NSTC #312 Scaffolding Safety	11 8 a.m. - 4:30 p.m. RESCHEDULED - NSTC #312 Scaffolding Safety 1 p.m. - 2 p.m. Hearing Conservation Program Refresher Training	12 8 a.m. - 4:30 p.m. RESCHEDULED - NSTC #312 Scaffolding Safety	13 8 a.m. - 10 a.m. RESCHEDULED - NSTC #057 Hand and Power Tool Seminar 1 p.m. - 4 p.m. RESCHEDULED - NSTC #058 Fall Protection for Construction	14 8 a.m. - 11 a.m. RESCHEDULED - NSTC #067 Personal Protective and Life Saving Equipment Seminar 1 p.m. - 4 p.m. RESCHEDULED - NSTC #062 Material Handling Storage Use and Disposal	15
16	17 9 a.m. - 11 a.m. Respiratory Protection	18	19	20	21	22
23	24	25 8:30 a.m. - 5 p.m. Fundamentals of Vacuum Technology 9 a.m. - 10 a.m. OSHA - REGULATED CHEMICALS TRAINING	26 8:30 a.m. - 5 p.m. Fundamentals of Vacuum Technology	27 8:30 a.m. - 5 p.m. Fundamentals of Vacuum Technology	28 8:30 a.m. - 5 p.m. Fundamentals of Vacuum Technology	29
30	1	2	3	4	5	6

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Various Reports

ODTO NEEDS HEADER - Microsoft Internet Explorer

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Address http://odto-survey.grc.nasa.gov/training_needs/reports_menu.cfm Go Links

 **NASA GLENN RESEARCH CENTER**

Annual Training Needs Assessment

For Safety, Health and Environmental

Administrative Menu

Link	Description
List personnel identified as needing the selected course	Display Selected course training need detail
Select organization for training need	Display Selected course training need for selected organization
Detail needs for selected org	Display all course training need for selected organization
Detail needs for your org sorted by people name	Display all course training needs for your organization sorted by people
NSTC Training Needs for FY 2006	Display NSTC Training Needs for FY06
GRC Training Needs for FY 2006	Display GRC Training Needs for FY06
Participants report by org assigned	Display Participants report by org assigned
Participants report by org supported	Display Participants report by org supported
Contractor Participants report	Display Participants report for contractors
Civil Service Employee Participants report	Display Participants report For Civil Service Employees
Status Report	Display Status report

Questions Regarding [ODTO](#) Survey, Contact:
Responsible NASA Official: [Jeannette Owens](#) Web Page Curator: [Mark Roberts](#)
[NASA Privacy Policy](#)

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Supervisor Report

report by employee name for selected org - Microsoft Internet Explorer

Address http://odto-survey.grc.nasa.gov/training_needs/people_detail_report.cfm

Annual Training Needs are listed below for each employee. Required training is designated by *

CHRISTINE B GREENWALT Date Survey taken/modified 2006-04-10 00:00:00.0

Course Title	Provider	Session Preference
Management and Oversight Risk Tree (MORT)	GRC	1st QUARTER FY06
MORT Refresher	GRC	AFTER FY06
Ohio Certification as "Asbestos Hazard Evaluation Specialist (Annual Renewal)	GRC	2nd - 4th QUARTER FY06
Asbestos Building Inspector & Management Planner (Initial and Annual Refresher)	GRC	2nd - 4th QUARTER FY06
Asbestos Contractor Supervisor (Initial and Annual Refresher)	GRC	2nd - 4th QUARTER FY06
Hazardous Waste Management Refresher	NSTC	AFTER FY06
Basic First Aid	NSTC	1st QUARTER FY06
Aircraft Mishap Investigation	NSTC	2nd - 4th QUARTER FY06
Office Ergonomics	GRC	1st QUARTER FY06
Construction Safety and Health	NSTC	1st QUARTER FY06
Respiratory Protection Air Purifying Respirator (annual)	GRC	2nd - 4th QUARTER FY06
MORT-Based Mishap Investigation	NSTC	1st QUARTER FY06
Adult CPR	NSTC	1st QUARTER FY06
Personal Protective Equipment	GRC	1st QUARTER FY06
Ohio Certification as "Asbestos Hazard Abatement Specialist" (Annual and Renewal)	GRC	2nd - 4th QUARTER FY06

JEFFERY T WAGNER Date Survey taken/modified 2005-06-29 00:00:00.0

Course Title	Provider	Session Preference
OSHA-REGULATED MATERIALS - CHEMICAL-SPECIFIC TRAINING	GRC	2nd - 4th QUARTER FY06
Respiratory Protection - SCBA (Annual)	GRC	2nd - 4th QUARTER FY06
Radiation Worker Training (Initial)	GRC	AFTER FY06
Ohio Certification as "Asbestos Hazard Abatement Specialist" (Annual and Renewal)	GRC	2nd - 4th QUARTER FY06
Laser Radiation Safety	GRC	2nd - 4th QUARTER FY06
High Pressure Systems	GRC	AFTER FY06
First Aid	GRC	AFTER FY06
Fire Extinguisher	GRC	2nd - 4th QUARTER FY06
Fall Protection	GRC	2nd - 4th QUARTER FY06
Bloodborne Pathogens	GRC	AFTER FY06
Asbestos Operations and Maintenance (16 Hours)	GRC	AFTER FY06
Asbestos Abatement Worker (Initial and Annual Refresher)	GRC	2nd - 4th QUARTER FY06
Ohio Certification as "Asbestos Hazard Abatement Worker" (Annual and Renewal)	GRC	2nd - 4th QUARTER FY06

Done

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Computer Program Information

- The database is Oracle
- The application is written in Cold Fusion





Tracking Training

- Occupational Health Branch uses Access to track training in the respirator and hearing conservation program.
- Visual Basic computer program within Access that allows the capability to sort enrollees and sent e-mail notifications.





Contact Information

Christine Greenwalt

Occupational Health Branch

NASA Glenn Research Center

(216)433-3105

Christine.B.Greenwalt@nasa.gov

